

AAdministrative
Services
Letter

08-08
**Payment Process for
Conference Expenses**



Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	08-08
Distribution	All Employees	Date Issued	November 3, 2008
Subject	Payment Process for Conference Expenses	Expires	Until Rescinded
Guide Section	Financial Operations	Reference	DGS Management Memo 08-08 , dated July 1, 2008 and Cancels ASL 76-23

This Administrative Services Letter details the new payment process for hosting or attending conferences and events. Staff will no longer be required to submit Revolving Fund Requests. The senior accounting officer is the designated American Express cardholder responsible for payments from the newly established Meeting Planners Account (MPA). Routine travel unrelated to conferences will continue on Travel Advances and Travel Expense Claims.

The purpose of the program is to streamline the payment process for the following types of events, including, but not limited to:

Conferences	Training Courses	Seminars	Public Hearings
Workshops	Trade Shows	Job Fairs	

Authorized meeting and event expenses include but are not limited to:

- Meeting space
- Exhibit space
- Conference meals
- Audio visual and telecommunications rental and services
- Shuttle companies

Standard documents including contracts, service agreements ([ASL 97-05](#)) and training requests ([ASL 08-01](#)) continue to be required. ASD staff will insert the appropriate language to implement the MPA in the document. Accounting will be required to automatically process payment under the terms of agreement. Revolving Fund Requests will not need to be submitted.

When planning to attend conferences or seminars requiring a fee payment, forward the completed registration form to the senior accounting officer.

If you have any questions or need additional information, please contact Senior Accounting Officer Saleszni Singh at (916) 327-0631 or sssingh@arb.ca.gov.